

**Fee - \$349 per day**

**Early Registration**

**Discount** \$329 for online registration or if payment is received by **August 14, 2016**

**Wednesday  
September 14,  
2016**

**REGISTER NOW**

[www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)

By registering for a Training Institute event, you agree to all applicable Institute policies.

**ENHANCE YOUR EEO KNOWLEDGE** at the **2016 EEOC Seattle Area Technical Assistance Seminar** sponsored by the **EEOC Seattle Field Office**. The seminar will be held at the **HILTON BELLEVUE**.



# EEOC Seattle Seminar

**U.S. Equal Employment Opportunity Commission**

**2016 SEMINAR LOCATION**

**HILTON BELLEVUE**

300 112TH AVENUE SE  
BELLEVUE, WA 98044  
(425) 450-4197

[www.BellevueHilton.com](http://www.BellevueHilton.com)

Attendees are responsible for their own guest room arrangements: no room block has been reserved.

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

**EVENT Code: 16T-SAN-02**

**TRAINING YOU CANNOT AFFORD TO MISS!**  
Join us for the best in EEO training, from the experts who enforce the law.



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

**Questions about the seminar?**

**Rodolfo Hurtado**  
**Seattle Field Office**  
(206) 220-6877  
(206) 220-6869 FAX  
[rodolfo.hurtado@eeoc.gov](mailto:rodolfo.hurtado@eeoc.gov)

# U.S. Equal Employment Opportunity Commission

## EEOC Seattle Seminar

Wednesday  
September 14, 2016

### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

### WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

### Training Institute Policies - Event Code: 16T-SAN-02

**PAYMENT - \$349 for the day.** Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a cd. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

#### GET A DISCOUNT PRICE of \$329 when

1) registering on-line at [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html) before September 13, 2016.

2) mailed registrations are postmarked on or before August 14, 2016. All mailed payments postmarked after August 14 are subject to the \$349 registration fee. Checks **received after** August 14 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:  
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

**STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE:** To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

**FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection):** Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

**REGISTER ONLINE - [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)**  
Credit card and electronic bank check registrations will receive immediate confirmation.

**REGISTRATION QUESTIONS:** Visit the website [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov) or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information TTY# 1-800-828-1120.

**CONFIRMATION:** Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

# U.S. Equal Employment Opportunity Commission

## EEOC Seattle Seminar

Wednesday  
September 14, 2016



### Schedule

8:00 a.m.  
Registration

9:00 a.m.  
Start

11:45 a.m.  
Lunch (Provided)

5:00 p.m.  
End

### Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:  
Rodolfo Hurtado,  
Outreach & Education  
Manager,  
(206) 220-6877  
[rodolfo.hurtado@eeoc.gov](mailto:rodolfo.hurtado@eeoc.gov)

8:00 am – 9:00 am

Registration and Continental Breakfast

9:00 am – 9:15 am

Welcome

9:15 am – 10:30 am

**Legal Update: Recent Developments in the Law**  
How will recent court decisions and cases, as well as agency rules, affect your workplace?

10:30 am – 10:45 am

Break

10:45 am – 11:45 am

**Harassment and Retaliation Issues: Recognize the Red Flags**  
Are you protected? What are the risks for company officials who report harassment?

11:45 am – 12:30 pm

Luncheon with Guest Speaker

12:30 pm – 2:00 pm

**Equal Pay: Mind the Gap (panel)**  
Learn from local leaders who have joined to respond to the challenge.

2:00 pm – 3:15 pm

**Tips on How to Conduct an EEO Investigation**  
Learn how to investigate employment discrimination claims and how to avoid common mistakes.

3:15 pm – 3:30 pm

Break

3:30 pm – 5:00 pm

**Protections for LGBT at Work (panel)**  
A trending topic: what individual should know about EEOC and the enforcement protections for LGBT workers.

5:00 pm

Adjourn

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

# EEOC SEATTLE SEMINAR 2016

Please print and  
use a separate form  
for each attendee

## ENROLLMENT

Event Code: 16T-SAN-02

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check here ☐ )

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: \_\_\_\_\_

## REGISTRATION FEE

☐ One day \$349 / \$329\* **Discount Price**

\*Discount price of \$329 available for online registrations received before September 13, 2016. All payments received after August 14 will be subject to a \$349 registration fee. Checks received after August 14 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

## PAYMENT TYPE

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

**Person filling out this form (if different than registrant)**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT [www.eeotraining.eeoc.gov/tapsmain.html](http://www.eeotraining.eeoc.gov/tapsmain.html)

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**\* PAYMENT IS REQUIRED  
PRIOR TO TRAINING**

**Have you attended an  
EEOC-sponsored seminar,  
course or conference in the  
last 5 years?** ☐ Yes ☐ No

**# Employees  
at your facility?**

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

**Your Organization:**

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

**Your Position:**

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other \_\_\_\_\_

**How did you learn about this seminar?**

- ☐ Brochure in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other \_\_\_\_\_